

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION  
MEETING OF THE EXECUTIVE BOARD  
VIA ZOOM – 9:00 a.m. (Mountain Time)  
THURSDAY, JULY 27, 2023**

BOARD MEMBERS

Robin Holmes  
Larry Cornett  
Jason Leonard  
Tim Gibbons  
Cathleen Jones

MANAGEMENT PARTICIPATING

Alex Summerfelt, Toad Property Management

OTHERS PARTICIPATING

Travis Greenwood  
Ronnie McCutchin  
Marcia Lindsay  
Pat Wilson  
Lisa

Alex called the meeting to order at 9:05 a.m. (MT) and said there was a quorum.

Larry made a motion to approve the minutes of the June 22, 2023 meeting as presented. Robin seconded the motion and it was unanimously approved.

Alex confirmed Aqua Chem had ordered the filter feeder for the snowmelt boiler. When that arrived Controlled Hydronics would install the filter feeder. A new heat exchanger had been ordered and would be installed in mid to late August. Alex confirmed the heat exchanger deposit had been paid and immediately after installation it would be necessary to make full payment.

Alex said Controlled Hydronics would install air bleeders to the supply and return lines on the third floor. The air bleeders would hopefully resolve and improve functionality on the third floor walkway. Controlled Hydronics would install additional lines in front of the elevator doors on the third floor subject to confirmation that the concrete was not a tension slab. Alex explained Nick Sledge of Toad was in contact with the original contractor of the building and would evaluate the concrete in that area.

For the in-floor heat and water boilers Alex confirmed Aqua Chem had ordered the filter holder and filters for the existing pot feeder. Aqua Chem had also ordered a new glycol feeder which would work better with the boilers than the one originally installed. Controlled Hydronics would be installing those parts and hopefully the work would all be completed at the same time.

Jason and Marcia said in the past Burnett Construction had performed work on the concrete slab to install the heating pipes and it was unlikely that work would have been conducted if the concrete was a tension slab.

**ACTION ITEM: Toad to continue to coordinate work with Aqua Chem and Controlled Hydronics on repairs and upgrades to the boilers.**

Cathleen explained the Board had approved the moving of three storage units and adjustments to parking spaces. Cathleen said legal counsel needed to prepare documents and then the owners would vote and 67% approval was required to make those changes. Alex said Beth Appleton, legal counsel, had reached out about a plat amendment. Larry asked if the proposed location would give enough space for parking spaces to be utilized. Alex agreed to inspect the parking garage and check measurements prior to the Association incurring expense to draft documents for voting by owners.

Robin said a pipe in the garage still had a small leak. Alex said Toad was aware of the issue and attempting to find a solution. Alex said he would review the pipe after the meeting.

**ACTION ITEM: Alex and Toad to make inspections and measure in the parking garage.**

Alex agreed to follow up with Complete Coverage and obtain a date for the painting of railings. Robin said some railings had been painted in 2022. Robin also said the iron railing near Unit 401 required attention as there was rust/stain on the stair treads.

**ACTION ITEM: Alex to contact Complete Coverage regarding painting of the railings.**

Alex confirmed the elevator was working well at the present time. Robin suggested regular maintenance prior to the start of the busy seasons. Alex said options for the vent of the elevator shaft was being researched to keep water out of the elevator shaft. Alex confirmed the elevator technician had suggested researching the vent. Other issues were also being researched.

**ACTION ITEM: Toad to continue monitoring the elevator.**

Pat Wilson said the front door keypad was not working. Alex agreed to follow up with maintenance as they hoped they had found a solution.

**ACTION ITEM: Toad to work on the front door keypad.**

Alex confirmed irrigation repairs had been made and the clocks changed to improve irrigation in two locations. The dry conditions made it difficult especially for the new flowers.

Alex said he had not received any recent complaints from Waste Management. Alex agreed to inspect the doors to the dumpster enclosure to see if any changes or improvements could be made to extend the life of the doors. Robin said the concrete was also being damaged. Recycling would be considered again in the Fall.

**ACTION ITEM: Alex/Toad inspect dumpster enclosure doors and concrete.**

Alex explained the garage door company had reset the receiver inside the garage door and the entry clickers should all now be working. Al Fraser said the three button clickers might need to be programmed but the one button clickers appeared to be fine. General maintenance of the garage door in the Spring and Fall would be scheduled.

**ACTION ITEM: Alex/Toad to schedule garage door maintenance for twice a year.**

Al Fraser said during a storm several units had lost window screens. Al explained some screens had been found and put in the ski locker room and some screens had been damaged or lost. Alex said a review of window screens was underway and materials ordered to make replacement screens. Windows would be checked and screens replaced as necessary. The window company and the window cleaning company would also be noting which units required new screens. Alex said a comprehensive review would be made of the screens in the Spring to identify damage prior to the busy Summer months.

**ACTION ITEM: Alex/Toad to continue with window screen replacement and coordinate with window company and window cleaning company. Schedule a review of screens every Spring.**

The next meeting was scheduled for August 24, 2023 at 9:00 a.m. (MT).

At 9:55 a.m. (MT) Robin made a motion to adjourn the meeting. Cathleen seconded the motion and it was unanimously approved.

Respectfully submitted by,

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Rob Harper,  
Toad Property Management